LSTA SUB-GRANT REPORT AND EVALUATION FORM -- INSTRUCTIONS
LIBRARY SERVICES & TECHNOLOGY ACT (LSTA) – PL 108-81, AS AMENDED
FFY 2006 PROGRAM FUNDS – SOUTH CAROLINA STATE LIBRARY
Submit (1) paper copy with original signatures to the LSTA Project Coordinator

SCSL Library Development Services Consultants are available to assist public library sub-grantees with interim and final project reports/evaluations. Contact the project consultant previously assigned to you or Felicia Vereen, Director, Library Development Services. Email Felicia@leo.scsl.state.sc.us.

AN LSTA SUB-GRANT INTERIM REPORT/EVALUATION IS COMPLETE WHEN THE FOLLOWING IS PROVIDED:

Sub-Grant Project Title. Indicate the title <u>you</u> have given to your project.

I.   **Name, Address telephone number and E-mail** of (a) Sub-grantee (b) Project Administrator (c) Fiscal Officer **(NOTE:** *Applicant is the library, agency, organization or other qualifying institution submitting the proposal*.)

II.   **Report Type.** Indicate interim or final report.

III.   **Number of Persons Benefiting Directly from the Project**. *NOTE: If at this stage there are no preliminary numbers, indicate such.* Do not cite the total population of a service area or the potential population to be reached. Ideally, each person should be counted only once even though he or she may have used the service several times. For example if 13,233 people made 14,678 interlibrary loan requests, the number of persons served is 13,233, not 14,678.

IV.   **Expenditures.** *If at this stage there are no expenditures, indicate "none to date."* Otherwise, on the "Report and Evaluation" form, include LSTA grant funds, State Aid funds, Local funds and any other funds in the appropriate columns. If in-kind contributions are a significant factor in your project, in the report narrative, specify which dollar amounts are in-kind contributions vs. cash expenditures.

V.   **Narrative.** An LSTA evaluation report is only complete when a narrative section has been prepared to accompany a completed Report & Evaluation form. *(See pages 2 - 3 of these instructions.)* A summary of the project results and accomplishments must be provided. **If it is not possible at the interim report stage to address all sections required for the LSTA project evaluation narrative, simply address those sections applicable to your progress at this stage.** Indicate any circumstances that are affecting progress (negatively or positively) toward accomplishing project objectives.

AN LSTA SUB-GRANT FINAL REPORT AND EVALUATION IS COMPLETE WHEN THE FOLLOWING IS PROVIDED:

SEE Items 1 –5 as noted above for the LSTA interim report.

Narrative *(Final report guidelines)* -- Please follow the outline below:

1. Use the Report and Evaluation form.

2. **Name, Address, Telephone Number and E-mail** of (a) Sub-grantee (b) Project Administrator (c) Fiscal Officer

3. **Report Type.** Final.

4. **Number of Persons Targeted for Service** *(See interim report guidelines)*

5. **Expenditures.** *(See interim report guidelines)*

6. **Narrative**--Follow the outline below:

   A. **Summary of overall purpose of the project.** Answer the questions: what we do, for whom, and for what expected outcome or benefit. **If there are no changes from the original project application narrative, note such and proceed to item (B).**

   B. **Project Activities/Methods.** Describe how the project was carried out. For example: How were workshops conducted? How was the service promoted? How were digital images from a historical collection captured, cataloged and made accessible? Review each specific project objective and provide a brief summary for each. Describe important activities relating to the objective and circumstances that affected the achievement of, or failure to achieve, the objective. If the project objectives were significantly surpassed or not met, the activity summary should include an explanation.

   C. **Description of project results**

      Project Outcomes -- Project outcomes are a change in the target audience's skills, knowledge, behavior, attitude, status, or life condition brought about in part by experiencing the project. Outcome based evaluation (OBE) provides information about the degree to which a project has met its goals in terms of creating these benefits for individuals. Please include a description of the ways outcome information was gathered, such as through a survey, focus group sessions, pre- and post-tests given in training, or other systematic measures of intended outcomes. Report on outcomes that were measured during the evaluation process.

      Project Outputs -- Outputs are measures of the volume of a program's activity, i.e., products created or delivered, people served, activities and services carried out. Outputs are almost always numbers.

      Anecdotal Information – This information should include client stories, reports of comments, feedback, and observations about how people used the products or services of a project, especially how they benefited from them. **Any project can, and should, include anecdotal information—it "puts a face" on the project's work.** The information that is reported in this section is informal in nature, whereas the information reported under Project Outputs and Project Outcomes comes from specific counts or measures.

<u>In-kind contributions</u> -- Use this section to report the total value of goods and services, of significant factor in the success of the project, provided by the sub-grantee towards the LSTA project.

<u>Other results</u> – Use this section to report results not documented in any of the above sections. For example, if partnerships/collaborations are a factor in the success of your project and you failed to report such, use this section to do so.

D.   **Exemplary Reason**. Do you consider your project to be worthy of the IMLS "exemplary" status? If no, skip this item and proceed to item (E). If yes, describe the factors that you consider merit selection of the project as <u>exemplary</u>, such as innovation and vision, impact on target audience, serving new population group, etc.

E.   **Ongoing Activities.** Describe programs, services and activities that are to be continued with local funding.

F.   **Summary comments**. Use this section for any additional comments you need to make about your report, e.g., advice to others considering similar projects.

G.   **Single copies of publicity materials**. Sub-grantees should include copies of all LSTA project related publicity materials, e.g., newspaper articles, videos, press releases, bookmarks, brochures, flyers, etc. **Provide only one copy of each item.**

PLEASE SEND

(1) Copy of Completed LSTA Sub-Grant Project Report/Evaluation/Narrative

TO

Guynell Williams, LSTA Coordinator
South Carolina State Library
P.O. Box 11469
Columbia SC 29211